

Suspension of Students

The following procedural steps shall be followed in any suspension:

1. Prior to suspension a student shall be given due process which includes the opportunity to hear the charges leading to the suspension action and to respond to such charges. The principal or his/her designee shall maintain a record of this meeting, thereby further documenting the due process. Following this meeting, a final determination shall be made by the principal or his/her designee.
2. These procedures may be postponed in emergency situations relating to health and safety. Emergency situations shall be limited to those instances where there is a serious risk that substantial harm will occur if suspension does not take place immediately. Students suspended under emergency conditions shall have the rights outlined in paragraph 1 of this rule as soon as the emergency condition has passed.
3. The student is notified that he/she is to be suspended with the reason(s) for the action and the date for re-admittance identified. The parent/legal guardian will be notified as soon as possible of the action by phone or in person. No student shall be released from school due to suspension action until a parent/legal guardian is notified. A written notice of suspension shall be mailed or delivered to the parents/legal guardians having custody of the student on the same day that the student is suspended. The notice is to be signed by the principal or other person assigned such authority by the principal.
4. A suspension action shall be in effect from the time the written notice is given until the date for return to school as stated in the suspension notice or until modified by the principal or his/her designee.
5. A conference to discuss reinstatement shall be conducted under the following guidelines:
 - a. When deemed necessary, parents/legal guardians and student shall be present at the conference.
 - b. The principal shall fully explain matters and permit the parties involved to fully explain their positions.
 - c. The principal shall make a decision which provides guidelines for the student to follow when reinstated into school.
6. Students shall be allowed to make up work upon their return from suspension without academic penalty.
7. A temporary release of a student from school for the adjustment of minor problems, such as changing clothes, may be granted by the principal or designee. Such temporary release shall not be considered a suspension. However, the parents/legal guardians should be notified at the time of his/her release.

8. If a student is emancipated or 18 years of age or over, the parent or guardian need not be notified.
9. Students who are suspended may not attend after-school activities and athletic events, be present on district property, or participate in activities directed or sponsored by the district. Any exception to this may be granted by the building principal.
10. A parent or guardian may appeal the suspension to the superintendent or designee. The appeal must be made in writing, state the reasons for the appeal and be received by the superintendent's office within two days of the administration's decision to suspend the student. The appeal must state the specific reason(s) for the appeal. The superintendent or designee will review the record and render a written decision within three days of receipt for the written appeal. The superintendent or designee's decision is final.